



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Albert V. Mays, Jr., Treasurer
Friends of Margaret Workman
P.O. Box 3702
Charleston, WV 25337

JUL 02 2002

Identification Number: C00370908

Reference: Amended April Quarterly Report (1/1/02-3/31/02), dated 5/2/02

Dear Mr. Mays:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule C of your report fails to include information required by Commission Regulations. With every report submitted, you must provide the date incurred, the original source and amount of the loan, the due date, the interest rate, the cumulative payment, and the outstanding balance. In addition, if there are any endorsers or guarantors, their mailing address along with the name of their employer and occupation must be disclosed. Please amend your report to include the due date. (11 CFR §§100.7(a)(1) and 104.3(d))

-When a committee reports receiving a loan from the candidate, it is necessary to clarify whether or not the candidate used personal funds or borrowed the money from a lending institution or some other source. If the candidate borrowed funds from a lending institution, or other source, please provide the name of the lending institution and the complete terms of the loan.

Additionally, for loans from a lending institution, you must file an FEC FORM C-1 (copy attached) and a copy of the loan agreement. If you are an electronic filer, you must submit the Schedule C-1 electronically without the original signature from the lending institution. Furthermore, you must